



GOVERNMENT OF TONGA  
PULE'ANGA 'O TONGA  
Ministry of Revenue and Customs  
Potungaue Pa'anga Hu Mai & Tute

FORM 12 - TAX CLEARANCE FORM - EMPLOYMENT/WORK VISA  
FOOMU 12 - FOOMU FAKA'ATA TUKUHAU - NGAUE/VISA NGAUE

This form is to be used by those persons who are requesting a tax clearance from the Ministry of Revenue & Customs for an employment or work visa.

Ko e foomu ko 'eni ke ngaue'aki ia 'e he tokotaha kotoa pe 'oku nau kole faka'ata tukupau mei he Potungaue Pa'anga Hu Mai & Tute ki ha ngaue pe visa ngaue.

Please/Kataki:

- complete the form /fakakakato 'a e foomu;
- attached here with the copy of your passport photo page and visa pages /fakapipiki heni ha tatau 'o ha'o peesi la'ita paasipooti mo ha peesi visa;

Use of this form will speed up the process/Ngaue'aki 'a e foomu ko 'eni ke fakavave 'a e ngaue.

REASON TAX CLEARANCE BEING APPLIED FOR/'UHINGA'O E KOLE KE FAKA'ATATUKUHAU:
<input type="checkbox"/> EMPLOYMENT/WORK VISA/NGAUE/VISA NGAUE
YOUR FULL NAME (as in passport)/HINGOA KAKATO ('oku ha 'i he paasipooti):
IF YOU HAVE OTHER NAME(S), PLEASE PROVIDE IT HERE /KAPAU 'OKU TO E 'I AI HA'O HINGOA/NGAAHI HINGOA KEHE, KATAKI 'O 'OMAI 'I HENI:
TRADING NAME (if any)/HINGOA FEFAKATAU'AKI (kapau 'oku 'i ai):
TIN (Taxpayer Identification Number) if issued /TIN (Fika Tukupau 'a e Taha Tukupau) kapau na'e foaki:

(before employment visa can be granted you must have a TIN, please contact us to obtain one -you will need to complete Form 3A or 3B - Individual Application for TIN or Form 4 for companies and other entities available from our office or from our website [www.revenue.gov.to](http://www.revenue.gov.to))/(ki mu'a pea foaki ha visa ngaue kuo pau ke 'i ai ha'o FIKA TUKUHAU 'A E TAHA TUKUHAU, kataki 'o fetu'utaki mai kia mautolu ke ma'u atu - 'oku fiema'u ke ke fakakakato 'a e Foomu 3A pe 3B - Tohi Kole Taautaha ki ha FIKA TUKUHAU 'A E TAHA TUKUHAU pe Foomu 4 kapau ko ha kautaha pe fa'ahinga potungaue 'oku 'ata mei he'emaui 'ofisi pe mei he 'emaui uepisaiti ko e [www.revenue.gov.to](http://www.revenue.gov.to))

<b>YOUR ADDRESS /TU'ASILA:</b>	
Specific Location/Street Address /Feitu'u Pau/Tu'asila 'o e Hala:	
Postal Address (if different)/Tu'asila : Fakameili (kapau 'oku kehe)	
Phone Number /Fika Telefoni :	
Fax Number /Fika Fekisimeili:	
Email Address /Tu'asila 'o e Meili:	

<b>EMPLOYER ADDRESS /TU'ASILA 'O E TAHA PULE NGAUE:</b>	
Specific Location/Street Address /Feitu'u Pau/Tu'asila 'o e Hala:	
Postal Address (if different)/Tu'asila: Fakameili: (kapau 'oku kehe):	
Phone Number /Fika Telefoni	
Fax Number /Fika Fekisimeili:	
Email Address /Tu'asila 'o e Meili:	

1.	What date did you first arrive in Tonga?/Ko e ha 'a e 'aho na'a ke fuofua a'umai ai ki Tonga?																				
2.	What is the purpose of your visit to Tonga?/Ko e ha e (ngaahi) 'uhinga 'oku keha'u ai ki Tonga?																				
3.	What is the period of your current visa?(please attach a copy)/Koe ha e loloa 'o ho'o visa lolotonga?(kataki 'o fakapipiki ha tatau)																				
4.	When does your visa expire?/ 'Oku 'osi 'a e taimi ho'o visa ki 'a fe?																				
5.	<p>(i).What are the names of your previous and current employer(s)?/ (i). Koe ha'a e ngaahi hingoa 'o e taha na'a ke ngaue totongi ki ai ki mu'a pea mo e tokotaha 'oku ke lolotonga ngaue totongi ki ai?</p> <table border="1"> <thead> <tr> <th>Taha Ngaue Employer(s)</th> <th>Period From/ Vaha'a taimi</th> <th>To /Ki</th> <th>Basic Salary (\$)/ Tu'unga vahengatu'upau</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p>(ii) State any unemployed period(s)?/Fakaha ha taimi na'e 'ikai te ke ngaue ai?</p> <p>(iii)How do you maintain yourself during those period(s) of unemployment with no income? /Na'a ke mo'ui fefe 'i he vaha'a taimi na'e 'ikai te ke ngaue ai?</p>	Taha Ngaue Employer(s)	Period From/ Vaha'a taimi	To /Ki	Basic Salary (\$)/ Tu'unga vahengatu'upau																
Taha Ngaue Employer(s)	Period From/ Vaha'a taimi	To /Ki	Basic Salary (\$)/ Tu'unga vahengatu'upau																		

6	Does/Did your employer (previous/current) deduct PAYE from your pay?/‘Oku/Na’e to’o ‘e he tokotaha na’a ke ngaue totongi ki ai ‘a e Tukupau Ta’ofi (PAYE) mei ho’o vahenga? <input type="checkbox"/> Yes/ ‘Io <input type="checkbox"/> No/ ‘Ikai
	If No, please state reason./Kapau ‘oku ‘Ikai, kataki ‘o ‘omai ‘a e ‘uhinga.
7	Did you receive a Form 4 Tax Withholding Certificate from your employer for the last two financial years (July to June)?/Na’a ke ma’u ha Foomu 4 Tohi Fakamo’oni Ta’ofi Tukupau mei he tokotaha na’a ke ngaue totongi ki ai ‘i he ta’u fakapa’anga ‘e ua ki mu’a? (Siulai ki Sune)? <input type="checkbox"/> Yes/ ‘Io <input type="checkbox"/> No/ ‘Ikai
	If Yes, please attach a copy to this Form /Kapau ‘oku ‘Io, kataki ‘o fakapipiki ha tatau ki he Foomu koeni.
	If No, please request a copy from your employer. If employer does not give you one, please advice the amount of income received during the last two years. /Kapau ‘oku ‘Ikai, kataki ‘o kole ha tatau meihe tokotaha ‘oku ke ngaue totongi ki ai. Kapau he’ikai ke ‘oatu ‘e he tokotaha ‘oku ke ngaue totongi ki ai, kataki ‘o talamai ‘a e pa’anga ‘oku ke ma’u ‘i he ta’u ‘e ua kuo’osi.
8	Did you lodge Income Tax returns (personal) prior to 2009?/Na’a ke fakahu ha Pa’anga Tukupau (tautaha) ki mu’a he 2009? <input type="checkbox"/> Yes/ ‘Io <input type="checkbox"/> No/ ‘Ikai
	If No, Please explain why not/Kapau ‘oku ‘Ikai, Kataki ‘o fakamatala mai hono ‘uhinga.
9	Have we previously given you a tax clearance?/Na’a mau’osi foaki atu ha’o faka’ata tukupau ki mu’a? <input type="checkbox"/> Yes/ ‘Io <input type="checkbox"/> No/ ‘Ikai
	If yes, please give date of tax clearance /Kapau ‘oku ‘Io, kataki ‘o ‘omai ‘a e ‘aho ‘o e faka’ata Tukupau :

**DECLARATION/FAKAPAPAU:**

I declare the above information is true and complete. /Oku ou fakapapau ko e ngaahi fakamatala ‘oku ha ‘i ‘olunga ‘oku mo’oni mo kakato.

Name/Hingoa:

Date/‘Aho:

Position/Tu’unga:

Signature

/Fakamo’oni

NOTE: IT IS A SERIOUS OFFENCE TO MAKE A FALSE STATEMENT TO THE CHIEF EXECUTIVE OFFICER, MINISTRY OF REVENUE & CUSTOMS /FAKATOKANGA’I: KO E HIA MAMAFIA IA KE FAKAHOKO HA FAKAMATALA ‘OKU ‘IKAI TOTONU KI HE ‘OFISA PULE MA’OLUNGA, POTUNGAUE PA’ANGA HU MAI & TUTE

**FOR OFFICIAL USE ONLY/ KE NGAUE'AKI PE 'E HE NGAUE'ANGA**

Date of Receipt of Application/ 'Aho 'oku ma'u ai 'a e Kole: \_\_\_\_/\_\_\_\_/\_\_\_\_

Receiving Officer/ 'Ofisa 'oku ne ma'u ai: \_\_\_\_\_

Recommendation (including any Conditions that should be applied to issuing the Tax Clearance)/ Fokotu'u (kau ai 'a e Ngaahi Tu'unga 'a ia 'oku totonu ke ngaue'aki 'i hono foaki 'a e Tukahau Faka'atā:

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Recommending Officer/ 'Ofisa 'oku ne fokotu'u atu: \_\_\_\_\_

Date of Recommendation/ 'Aho 'o e fokotu'u atu: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approving Officer: Chief Executive Officer/ 'Ofisa Fakangofua: 'Ofisa Pule Ngaue:

Date/ 'Aho: \_\_\_\_\_

Date of Issue of Tax Clearance/ 'Aho na'e foaki ai 'a e Faka'atā Tukahau: \_\_\_\_/\_\_\_\_/\_\_\_\_

